



**ANNUAL PERFORMANCE REVIEW  
MINISTRY STAFF  
New Life Community Church**

Employee: \_\_\_\_\_ Reviewed by: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Review period: \_\_\_\_\_  
 Department: \_\_\_\_\_ Date of review: \_\_\_\_\_

Complete this form prior to the employee interview and then review and comment on each area with the employee. The purpose of the review is to: (a) clarify expectations; (b) provide feedback on performance; (c) encourage development and growth; and (d) facilitate candid communication.

<b>Marginal</b>	<b>Satisfactory</b>	<b>Commendable</b>
Performance is below standard and in need of improvement.	Performance meets the requirements of the position.	Performance is outstanding and exceeds usual expectations for the role.

**LEADERSHIP & MANAGEMENT**

***Visioning and Motivating*** Low -----High  
 Comments: \_\_\_\_\_

***Team-building (recruiting, mentoring, retention)*** Low -----High  
 Comments: \_\_\_\_\_

***Planning*** Low -----High  
 Comments: \_\_\_\_\_

***Decision-making*** Low -----High  
 Comments: \_\_\_\_\_

***Problem-solving*** Low -----High  
 Comments: \_\_\_\_\_

***Conflict Resolution*** Low -----High  
 Comments: \_\_\_\_\_

***Communication*** Low -----High  
 Comments: \_\_\_\_\_

**ATTITUDES**

***Enthusiasm*** Low -----High  
 Comments: \_\_\_\_\_

***Initiative*** Low -----High  
 Comments: \_\_\_\_\_

***Dependability*** Low -----High  
 Comments: \_\_\_\_\_

***Loyalty*** Low -----High  
 Comments: \_\_\_\_\_

***Teachability*** Low -----High  
 Comments: \_\_\_\_\_

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***Innovation*** Low -----High  
Comments:

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***Empathy*** Low -----High  
Comments:

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***Servanthood*** Low -----High  
Comments:

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**PRODUCTIVITY**

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***Goal achievement*** Low -----High  
Comments:

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***Ministry results*** Low -----High  
Comments:

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***Quantity of work*** Low -----High  
Comments:

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***Quality of work*** Low -----High  
Comments:

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***Resource utilization*** Low -----High  
Comments:

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**PERSONAL DEVELOPMENT**

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***Reading*** Low -----High  
Comments:

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***Relationships*** Low -----High  
Comments:

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***Physical and emotional health*** Low -----High  
Comments:

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***Spiritual vitality*** Low -----High  
Comments:

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**MAJOR ACCOMPLISHMENTS (Five top achievements of the previous year)**

- 1.
  - 2.
  - 3.
  - 4.
  - 5.
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**RECOMMENDATIONS:**

Changes to job description:

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Key result areas (personal):

- 1.
  - 2.
  - 3.
  - 4.
  - 5.
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Key result areas (program):

- 1.
  - 2.
  - 3.
  - 4.
  - 5.
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**EMPLOYEE RESPONSE**

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**VERIFICATION OF REVIEW**

*By signing this form, you confirm that you have discussed this review in detail with your supervisor.  
Signing this form does not necessarily indicate that you agree with this evaluation.*

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date